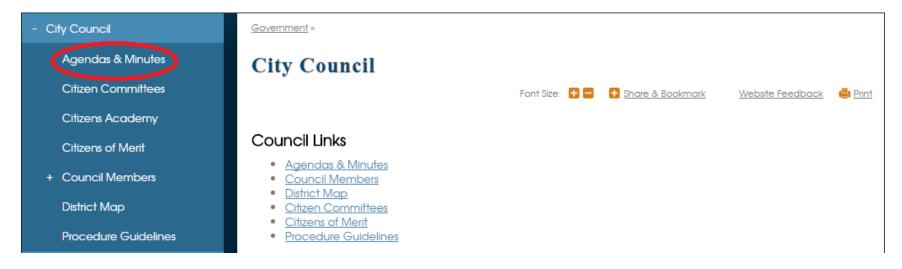
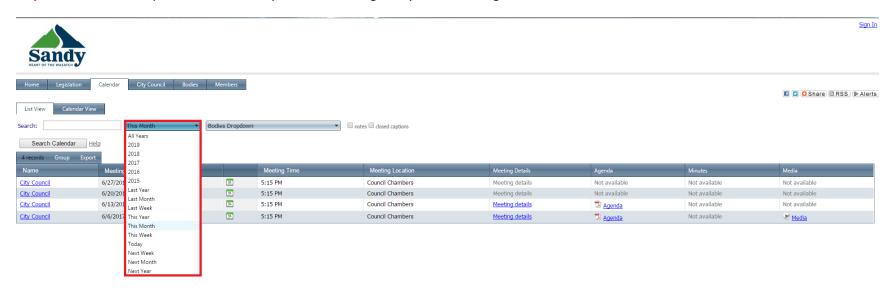
Locating Materials and Information for Upcoming and Past Sandy City Council Meetings

Step 1: Visit the Sandy City Council webpage at http://sandy.utah.gov/government/city-council

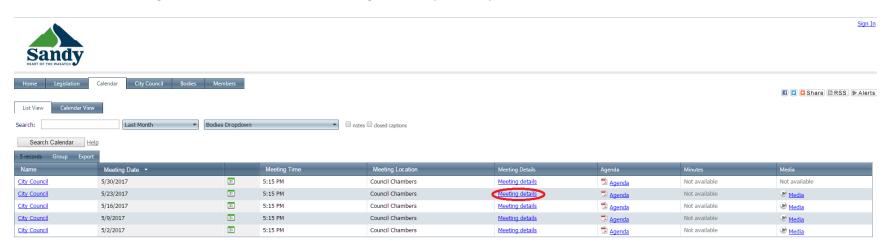
Step 2: Click on the "Agendas & Minutes" tab on the left side of the screen, this will bring you to the Sandy City Council Legistar Agenda Management System



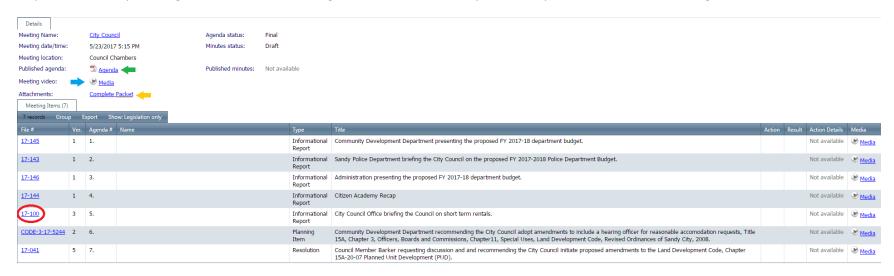
Step 3: Select the time period when the City Council meeting that you are looking for occurred/will occur.



Step 4: Select the "meeting details" link that corresponds with the date of the meeting you are interested in (if an active meeting details link doesn't exist, then the agenda and materials for the meeting have not yet been published)



- Step 5: Click the "Agenda" link in order to download a PDF copy of the meetings full agenda
- Step 6: Click the "Media" link in order to begin playing the recorded audio for the entire meeting
- Step 7: Click the "Complete Packet" link in order to download a PDF copy of all materials from the meeting (Note: the packet will be a large file, and may take an extended period of time to download)
- Step 8: To view a specific agenda item, click on the agenda file number for any item that you are interested in finding more information on



Step 9: To view any materials associated with the item of interest, click the link to the item of interest in order to begin downloading it in PDF form (Note: some of these items may be large files that can take an extended period of time to download)

Step 10: If any other items are associated with the item of interest you can access them by following their link

Step 11: Click the "Media" link in order to begin playing the recorded audio for this item only

